

**State of Utah, Department of Workforce Services  
Wasatch North Regional Council Meeting Minutes  
Ogden Employment Center, 480 27<sup>th</sup> Street  
Wednesday, March 7<sup>th</sup>, 2007  
7:30 A.M. to 9:00 A.M.**

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**Attendees:**

Kathleen Alder  
Byron Beck  
Janece Black for Brent Petersen  
Jodi Lunt for Bryan Bowles  
Paul Evans  
Melissa Freigang  
Steven Hoellein  
Randy Hopkins  
Richard McConkie replacing Karen Thurber  
Carol Robinson  
Tommy Smith  
Julie Snowball  
Lynette Stevens  
Joan Effiong for Jim Taggart  
Karen Thurber

Alder & Associates  
Browning, Morgan County  
Davis Applied Technology College  
Davis County School District  
Harmony Home Health & Hospice  
Clearfield Job Corps Center  
Felt Auto Parts  
State of Utah, Department of Workforce Services  
Ogden City, Neighborhood Development Division  
Manpower  
State of Utah, Division of Rehabilitation  
Weber State University  
Council Member, Morgan County  
Ogden Weber Applied Technology College  
Ogden City, Neighborhood Development Division

**Excused:**

Lana Adams  
Sharon Anderson  
Pamela Clark  
Commissioner Louenda Downs  
Larry Facer  
Sylvia Godfrey  
Mike Hadley  
Gary Knapp (Chair)  
John Petroff  
Cecil Robinson  
Leslie Trottier  
Toni Ure (Vice Chair)  
Mike Valdez  
Randy Welsh  
Kathy Worley  
Commissioner Jan Zogmaister

Northern Region Manager, Department of Health  
Family Connection Center  
Family Support Center of Ogden  
Davis County Commission  
Plumbers Local 348  
Hill Air Force Base, Workforce Development Division  
Wells Fargo, Davis County  
Enable Industries  
J.P.'s #1 American Car Care  
State of Utah, Juvenile Justice Services  
Child Care Resource and Referral  
Chromalox  
Valdez Machining  
Utah Transit Authority  
Ogden Clinic  
Weber County Commission

**Department of Workforce Services Staff:**

Lesnie Foster  
Andrea Graham  
Debbie Herr  
Connie Laws  
Kathleen Leiker  
Cory Olson  
Greg Paras  
Gaylene Pebley  
Carrie Peterson  
Koral Vasquez  
Susan Wright

Employment Counseling Program Specialist  
Eligibility Service Center Manager  
Regional Program Manager  
Support Services and Delivery Manager  
South Davis Employment Center Manager  
Clearfield Business Consultant  
Roy Employment Center Manager  
Clearfield Employment Center Manager  
Administrative Secretary  
Ogden Employment Center Manager  
Regional Council Liaison

1. **Welcome**

Kathleen Alder, previous Chair of the Wasatch North Regional Council conducted the meeting in Gary Knapp's absence. Council members, and Department of Workforce Services (D.W.S.) staff were welcomed to the meeting.

An introduction was made for new Council member:

Richard McConkie – Replacing Karen Thurber and representing Ogden City.

2. **Consent Calendar Action Items**

Kathleen Alder called for a motion to approve the Wasatch North Regional Council minutes from the January 10<sup>th</sup>, 2007 meeting.

**Action Item:** The minutes will stand as written.

3. **Incumbent Worker Program Funding**

Connie Laws, D.W.S. Support Services and Delivery Manager, reported that at the last Wasatch North Regional Council meeting a vote was made to request a waiver from the State Council to allow D.W.S. to move up to 50% of the Workforce Investment Act (W.I.A.) Adult and Dislocated Worker training dollars to the Incumbent Worker Training Program (I.W.T.P.) dollars.

It is expected that the federal waiver will allow D.W.S. to move the funding to the Incumbent Worker Training Program. D.W.S. customers who accept entry-level jobs will have the opportunity to be trained for better jobs while they are working. D.W.S. will have flexibility to transfer the funding based on the economy. Employers may apply to use the I.W.T.P. funds for training for their workers.

Each year, in April, D.W.S. will assess the previous year's data and decide how the funding should be used. D.W.S. can only shift the funds once each year.

Connie explained that the Regional Councils would have the opportunity to vote in April to determine how much of the funding should be transferred.

A handout was provided on the Incumbent Worker State Activity Funding. The recommendation is to consider the low unemployment rate for the State of Utah. D.W.S. would like to set aside a significant amount of the funds for the Incumbent Worker program. To date, D.W.S. has received twenty-five requests from employers. Debbie Herr, D.W.S. Program Manager, will send the list of employer requests to the Council members for review.

The goal will be to determine the amount of funds to be transferred prior to April 26<sup>th</sup>. If the funds are transferred to the statewide set aside account the funds cannot be transferred back to the regions. The recommendation is to review the proposals for employers and allow flexibility to transfer the funds back to the region. D.W.S. will be reviewing the employer applications to determine how much of the funding will be awarded. D.W.S. would like the marketing task forces of the Regional Councils to help market the program.

D.W.S. has scheduled a meeting to determine how they can partner with the custom fit program to utilize the funds.

Kathleen asked if employers would be required to report employee raises at the completion of their training.

Connie responded that the approved employers would be required to post their job openings with D.W.S. One of the review priorities will be the potential for career growth and promotion. The wage

gain information will be used to identify the employees wage increases. The funds will be tracked for the Department of Labor. D.W.S. is trying not to use restrictions that would prevent small employers from applying for the training for their employees.

The Council reviewed the different funding levels for training and supportive services obligations and expenditures for State Fiscal year 2007. The D.W.S. Department of Finance provided the amount of dollars that can be used for W.I.A. Adult and Dislocated Worker caseload, to allow the Council an opportunity to review the amount of funding that has been used for customer training to help the Council make a decision on the Council's vote for the April meeting.

Council members will be informed of the amount of funding D.W.S. is recommending to be transferred.

#### 4. **Task Force Reports**

##### **A. Training Employers and Marketing Task Force**

Cory Olson provided a report on the "Gear Up . . . for the Utah Manufacturing Career Fair". It is estimated that there will be 18,900 jobs in demand during the next 12 years. The career fair is being planned by the Davis Applied Technology College, Utah Manufacturing Association, State Office of Education, and Department of Workforce Services to educate tomorrow's workforce, find qualified applicants, and create statewide publicity for the manufacturing market demand.

The number one goal for the Gear it Up Career Fair is to educate and entertain over 10,000 Salt Lake County to Cache County Junior High and High School students with over 200 hands-on manufacturing company exhibits, a career magazine, and goody bag.

It will be a three-day event, October 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> from 8:00 a.m. to 8:00 p.m. Possible locations include the Davis Conference Center, Davis County Fairgrounds, Weber County Fairgrounds and the Ogden Eccles Conference Center.

Council members who are interested in supporting the event they can contact James Larson at 497-1594.

**Action Item:** Kathleen Alder called for a motion to approve the Training Employers and Marketing Task Force report. Steve Hoellein made the motion, Byron Beck seconded, and the Council unanimously approved all task force and council reports.

#### 5. **Regional Youth Council Report**

Lesnie Foster, D.W.S. Employment Counseling Program Specialist, provided the Regional Youth Council report. The Youth Council last met on February 6<sup>th</sup>, 2007.

The Workforce Investment Act (W.I.A.) youth program provider, Futures Through Training (F.T.T.), reported that two new positions have been filled. The purpose of the positions is to provide better services to the youth and support enrollment into the program.

A M.O.U. has been written and approved for D.W.S. and Weber Basin / Clearfield Job Corps Centers. D.W.S. and Job Corps are federally mandated W.I.A. training partners. Job Corps will be partnering with D.W.S. to create the partnerships throughout the State. This will allow the two departments to utilize the common measures. D.W.S. has responded to the request to call customers to inform them of the training that is available at the Job Corps centers. As staff from the Clearfield E.C. called D.W.S. customers who are eligible for W.I.A. customers.

Jodi Lunt, Davis County School District, asked if a M.O.U. had been written for D.W.S. and the school districts. She noted that the Youth Council had an action item for D.W.S. to partner with the agencies that serve youth. It was reported that Jane Broadhead is working on the M.O.U. at the state level.

**Action Item:** Randy Hopkins will take an action item to determine where the D.W.S. is at in developing the statewide M.O.U.

Jodi added that the State Office of Education is taking new internship to allow the students to gain credit for the experience they are gaining. The contact person is Carol, her number is 538-7594.

F.T.T. will be using part of their \$1,000 leadership money to purchase trees, food, and banners for a visible project in the community. This will assist with their efforts to obtain free advertising for the program. The Youth Leadership Project will be conducted at the Ogden amphitheater, with live bands. Job Corps, and Manpower will be partnering with this project.

Lesnie referred the Regional Council to the Feb. 6<sup>th</sup> meeting minutes for the D.W.S. Quarterly Program reporting.

**Action Item:** Kathleen Alder called for a motion to approve the Youth Council's report. Steve Hoellein made the motion. Lynette Stevens seconded, and the Council unanimously approved the Youth Council report.

6. **State Council Report**

Council members were referred to the State Council minutes which were included in the meeting packets and are available on the D.W.S. website for additional review.

7. **Regional Director's Update**

Randy Hopkins acknowledged and thanked all Wasatch North Regional Council members for their support of the task forces and the full Council. They were thanked for their time and continued support of the Council.

Council members were informed of the following items of interest:

- The State Council is talking about how to get youth interested in their career choices. The low employment rate contributes to the youth easily gaining employment. The goal will be to educate youth about training available, as well as their career choices.
- Tani Pack Downing has been appointed as the new General Counsel in the Office of the Governor. Governor Huntsman has named Kristen Cox, former Secretary of Disabilities for Maryland, as Downing's replacement as the Executive Director of Workforce Services.
- The Department of Health, Bureau of Eligibility Services (B.E.S.) staff will be consolidated with the D.W.S. eligibility staff statewide. There will be seventy new D.W.S. workers in the North Region. This will be effective July 1<sup>st</sup>. The B.E.S. staff process Medicaid only cases. The B.E.S. staff will be cross-trained and their duties will be blended. The B.E.S. staff will be moved to be housed in the D.W.S. buildings. The goal will be to share the joint values in service delivery.
- The e-REP computer system will replace the PACMIS computer system. The implementation is scheduled for March, 2008. Staff will be receiving training to allow them to become experts on the new e-REP system.
- The new on-line application is being piloted. In June, it will be piloted in the Clearfield office. If all goes well, the new on-line application will be opened up on the "world-wide" web. This will facilitate the partnering to allow the customers to complete the application at the community partner sites or at home. The application has been rolled out to a few D.W.S. community resources points. It is expected the new application will be available after the implementation of e-REP, March of 2008.
- Customer initial eligibility interviews for the Clearfield Employment Centers are being processed through the Ogden Eligibility Service Call Center. If this works well, all North Region initial interviews will be processed through the Ogden E.S.C. call center.
- Extended funding has been approved for the transitional assistance program. This will allow D.W.S. customers to continue to receive cash assistance during the first three months after they obtain employment.

- The North Region achieved a Food Stamp accuracy rate of 97.06% for the federal reporting year.
- The legislature approved G.A. Funding, which will allow the Department to continue to provide the G.A. services to eligible customers.
- D.W.S. will be working to meet the federal standards for the 50% rate for F.E.P. participation. D.W.S. workers will be required to gain verification that their customers are meeting participation. It is expected that the North Region will achieve the mandated participation rate.
- The North Region will be working to expend the allocated training funds. The Incumbent Worker Training Funds are being transferred to allow D.W.S. to better utilize the funds for customer training.
- A presentation was provided on the new on-line application for council members. The application can be submitted on-line and customers will electronic sign their application.
- Randy added that the Internet has changed the world and the way we do business. Randy explained that he is reminding the workers that is great to be working for an organization that is dynamic and using change to better serve customers and utilize funds. D.W.S. is changing to better serve customers and staff are being reminded that it is good to be working for an organization that is dynamic like D.W.S.

8. **Other Business**

Koral Vasquez, Ogden E.C. Manager reported that by the 15<sup>th</sup> of March the initial list of community partners will be finalized. The community partners will be educated about the D.W.S. services that are available to teach them how to help D.W.S. customers complete their application for services on-site. A community forum will be conducted for those agencies that are on the community partner list. The initial roll out will include 30-35 community partners.

Randy added that this should increase customer access and make it easy for customers to apply for services. D.W.S. will continue to serve as an access point.

Melissa Freigang offered the services of the Job Corps students who could work on an internship to help with computer services.

Koral Vasquez reported that State agencies cannot give their old computers to their community partners and that D.W.S. will not be providing the actual computer support.

**Action Item:** Koral Vasquez will inform the planning committee of Melissa's offer for the internship for Job Corps students.

Melissa Freigang added that the Business Technology students could help tech the customers on how to use the computers on site as well.

Kathleen Alder reported that she has the opportunity to serve on statewide committees in the community, and the North Region is doing very well with partnering and working on the proposed projects to better serve D.W.S. customers.

9. **Public Comment**

No general public representatives or non-members of the Regional Council attended the meeting.

10. **Adjourn**

The meeting was adjourned at 9:00 a.m.